



**What you need to make your own...
IEP BINDER & FILE BOX**

- 2-3inch 3 ring binder
- Pack of dividers (at least 7)
- Pack of sheet protectors
 - 3 hole punch
 - File box
- Pack of hanging files



IEP BINDER CHECKLIST

(for current grade level only)

COMMUNICATION		To be updated...	Date Updated		
School contact list	Yearly, or as new members join team.				
Communication log	Every time you have a meeting, call or other important interaction with the school.				
Letters and emails to and from the school	As often as needed (file in sheet protector after logging on communication sheet)				
School Calendar	Yearly or as they make changes to it.				
School Handbook	Yearly or as they make changes to it.				

EVALUATIONS					
Request/referral for evaluation	Every three years or more often, if needed.				
Consent to evaluate	(Tip: keep this- and the referral- on top to help check if the evaluation is done in a timely manner)				
School evaluations	At least every three years.				
Private evaluations (if applicable)	Every time your child is evaluated privately.				

IEP		Individualized Education Program			
Copy of Parent's Rights & Safeguards	Yearly (keep this on top so you can easily show the school you don't need another copy).				
IEP	Yearly or more often if changes are made (if your child has had a 504 plan, include that too).				
Prior Written Notice and meeting notes	Yearly or more often, if additional meetings take place.				
Progress Reports	Every six or nine weeks (depends on your district- progress reports are sent when report cards are sent).				

REPORT CARDS

Report Cards	Every six or nine weeks (depends on your district).			
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SAMPLE WORK

Samples of school work	At least monthly or as often as you see signs of progress or concern.			
Standardized Tests / Parish wide benchmark testing	Whenever results are sent home.			

BEHAVIOR

Behavior Intervention Plan (BIP) (if applicable)	Yearly or as often as changes are made.			
Disciplinary Notes	Any time your child receives one.			

MEDICAL

Health Care Plan	Yearly or more often as changes are made to medications or diagnoses.			
Nurse Notes	Any time the nurse sends home notes or documents.			
Medical Documentation	Any time the doctor(s) writes a letter of medical necessity, documentation of a diagnosis, or medication change.			

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IEP Binder

CONFIDENTIAL

COMMUNICATION LOG

Date:	Phone	Email	Letter	In Person
Who initiated:	Who participated, received or attended?			
What prompted the communication:				
What was discussed:				
What was decided?				
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<b>Date:</b>	<b>Phone</b>	<b>Email</b>	<b>Letter</b>	<b>In Person</b>
<b>Who initiated:</b>	<b>Who participated, received or attended?</b>			
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